

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 26/2014  
**OPENING DATE:** 06/23/2014  
**CLOSING DATE:** 07/14/2014  
**POSITION TITLE** ADMINISTRATIVE ASSISTANT/CASHIER, FSN-7  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Kyrgyz Republic (USAID/KR), Osh, Kyrgyzstan

**MAJOR DUTIES:** Under the general supervision of the USAID/KR Mission Director or his/her designee and administrative supervision of Project Management Specialist (Osh Office) the incumbent performs the full range of cashiering work and other related financial work in support of payment operations, and other administrative duties in support of USAID/KR Office in Osh: 1) responsible for the physical control of funds advanced from the USAID/CAR/Almaty Class B Cashier in accordance with all security requirements in accordance with the US Government regulations and procedures; 2) responsible for the accounting and reporting aspects of funds advanced; 3) prepares cashier's forms and documents supporting all imprest fund transactions; 4) maintains official files and Cash Accountability Records; 5) ensures that only the authorized payments are made from the imprest fund when sufficiently obligated funds are available; 6) makes payments for goods and services such as local transportation, postage stamps, small purchases, telephone bills, residence and office utilities, gasoline, and vehicle maintenance, and office equipment maintenance; 7) collects from employees, contractors, and others official collection such as reimbursement of telephone fees, authorized use of official vehicles, etc.; 8) prepares periodic analysis and reports on the amount of VAT due for refund to USAID/KR; 9) upon receipt of telephone bills from telephone companies conducts identification of telephone calls (official/personal), and prepares analysis of telephone bills; 10) responsible for full range of administrative and GSO functions in the USAID/KR Osh Office, and serves as primary point of contact and coordinates with Office in Bishkek and USAI/CAR Almaty; 11) provides travel support to visiting officials and office staff: procures airline tickets, arranges for the airport pick-ups/departures and hotel reservations; 12) arranges for meetings and/or special events as required; 13) maintains the Office filing system; 14) maintains time and attendance for all members of the Osh Team, ensuring the timely submission of individual time sheets for the office to the USAID/KR Mission Director for approval; 15) serves as a receptionist, responds to inquiries; 16) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**- Education, skills and experience (60%):** University degree in business or public administration, accounting or other relevant field. Minimum two years of progressively responsible professional level experience directly relating to office management, public administration, financial management and accounting or other related fields. Minimum one year of experience in accounting, vouchering, or bookkeeping, and/or as cashier or bank teller is preferred. Experience in direct handling of cash items, use of cash accountability and control is preferred. One year of experience with an international organization is highly desirable. Of critical importance is the ability to analyze and evaluate financial/administrative information and data. Computer proficiency (MS Office, Word, Excel, etc).

**- Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal skills, ability to work as a team member in a diverse team environment, to establish and maintain contacts with appropriate level host country government officials and Embassy counterparts.

**- Language skills (10%):** Excellent (Level IV, fluent, oral and written) English and Russian language skills. Kyrgyz language skills are highly desirable.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo\_hr@usaid.gov by 6 p.m., Monday, July 14, 2014. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.